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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller
THRU : Channels
FROM : Budget Analyst [REDACTED]

DATE: 1 August 1951

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SUBJECT: The administration of Project No. OSI-5-52

1. It is written in Project No. OSI-5-52 that OO/Contact is to administer said project. [REDACTED] Deputy Assistant Director/OO interprets this to mean that the Office of Operations has certain responsibilities to the Finance Office with respect to the authorization of requests for advancement of unvouchered funds in connection with this project.

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2. According to [REDACTED] the Office of Operations has no particular interest in the substantive management of the project. Operation's only concern is with its charge of performing the contact and liaison function with non-governmental individuals and institutions and its charge of administering the subject program.

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3. The Office of the Assistant Director/OO feels that it cannot and does not desire to have this responsibility unless it can be assured that administrative matters are properly referred to OO in each instance. To the end that there be a single administration, the Office of Operations recommends that the Finance Office issue instructions to Finance Division that no requests for unvouchered funds advances for this project be honored without the prior authorization of the Office of the Assistant Director for Operations or the Office of the Chief, Contact Division.

4. It is pointed out that in the administration of this and similar projects, the Administrative Services Division will be involved to a certain extent in negotiating travel arrangements, etc. It is believed that the Office of Operations should request Administrative Services Division to issue instructions similar to those requested of the Comptroller.

5. However, insofar as the Finance Office receives direct authorization for action concerning this and similar administered projects, it is recommended that appropriate instructions be issued from the Comptroller's Office. A suggested memorandum containing such instructions is attached for your perusal and approval.

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